



Old Town

265 MAIN STREET * OLD TOWN, MAINE 04468-1497

December 18, 2015

United States Environmental Protection Agency
Via www.grants.gov

RE: EPA Brownfields Hazardous Substance and Petroleum Assessment Grant Proposal

The City of Old Town enthusiastically submits this proposal for an Environmental Protection Agency (EPA) Brownfields Hazardous Substances and Petroleum Assessment Grant. This grant would greatly benefit our city as much of our downtown is scarred with vacant manufacturing facilities and other industries associated with former textile and paper mills. These Brownfield sites are in prime locations (along waterfronts and in downtown districts), and represent the potential for high-quality redevelopment and reuse; however, the environmental stigma attached to these sites can be staggering and is often too great for potential developers.

The funds requested in this application will be used to perform Phase I and Phase II environmental assessments, remediation (cleanup) planning, and reuse planning on selected sites within the City of Old Town. These funds will allow us to identify potential contamination issues at several identified Brownfield sites, evaluate remediation and reuse strategies, and ultimately return otherwise distressed, abandoned, or environmentally stigmatized sites back to viable and sustainable reuse. The grant will also support public outreach measures in order to keep the community informed about the proposed work activities, completed assessments, as well as general public education relative to the assessment findings, including health and economic issues as they arise.

The City of Old Town is excited about the opportunity to develop and execute an efficient and effective Brownfields program. This grant proposal will help maintain and improve the project contacts and connections already forged through our previous work and will help in more fully representing the continuum of Brownfield site opportunities in the targeted areas within the city. We are looking forward to this exciting transition and opportunity.

Included below is the specific information requested in the proposal guidelines:

- a. Applicant: The City of Old Town, 265 Main Street, Old Town, Maine 04468
- b. Applicant DUNS Number: 093628220
- c. Funding Requested:
 - i. Grant Type: Assessment (both Hazardous Substances and Petroleum)
 - ii. Federal Funds Requested: \$400,000 total (\$200,000 for Hazardous Substances and \$200,000 for Petroleum)
 - iii. Contamination: Hazardous Substances and Petroleum
 - iv. Grant Target: Community-wide
- d. Location: City of Old Town, Penobscot County, Maine
- e. Property Name and Complete Address: Not Applicable – Community-wide request
- f. Contacts:
 - i. Project Director: Bill Mayo, City Manager, City of Old Town-City Hall, 265 Main Street, Old Town, Maine 04468. Tel (207) 827-3965, Fax (207) 827-3966, Cell (207) 299-5391, E-mail bmayo@old-town.org
 - ii. Chief Executive/Highest Ranking Elected Official: Miles Greenacre, Finance Director, City of Old Town-City Hall, 265 Main Street, Old Town, Maine 04468. Tel (207) 827-3965, Fax (207) 827-3966, E-mail mgreenacre@old-town.org
- g. Dated Submitted: December 18, 2015 to EPA via www.grants.gov
- h. Project Period: October 2016 through September 2019
- i. Population:
 - i) General Population: 7,693 (2012 Census)
 - ii) Target Area Population: Same
- j. Other Factors Checklist: Is attached to this cover letter

Threshold Criteria is included as Attachment A.

We thank you in advance for considering our grant application. If you have any questions or require clarification on elements of this proposal, please call me at (207) 827-3965.

Sincerely,
City of Old Town



Bill Mayo
City Manager

Enclosures: EPA Grant Proposal Application with Attachments

Cc: Frank Gardner, EPA Region 1 Brownfields Contact
Nicholas Hodgkins, Maine Department of Environmental Protection

Appendix 3 Regional Priorities Form/Other Factors Checklist

Name of Applicant: The City of Old Town, Maine

Regional Priorities Other Factor

If your proposed Brownfields Assessment project will advance the regional priority(ies) identified in Section I.E., please indicate the regional priority(ies) and the page number(s) for where the information can be found within your 15-page narrative. Only address the priority(ies) for the region in which your project is located. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal, it will not be considered during the selection process.

Regional Priority Title(s):

Coordinated Public Funding For Brownfields

Page Number(s): 9 & 11

Assessment Other Factors Checklist

Please identify (with an x) which, if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

Other Factor	Page #
<i>None of the Other Factors are applicable</i>	
Community population is 10,000 or less.	2 – cover letter
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	1, 2, 7, 11, 12
Targeted brownfield sites are impacted by mine-scarred land.	
Project is primarily focusing on Phase II assessments.	6 & 8
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.	9
Recent (2008 or later) significant economic disruption has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	1, 4, 5, 14

Other Factor	Page #
<p>Applicant is one of the 24 recipients, or a core partner/implementation strategy party, of a “manufacturing community” designation provided by the Economic Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). To be considered, applicants must clearly demonstrate in the proposal the nexus between their IMCP designation and the Brownfield activities. Additionally, applicants must attach documentation which demonstrates either designation as one of the 24 recipients, or relevant pages from a recipients IMCP proposal which lists/describes the core partners and implementation strategy parties.</p>	
<p>Applicant is a recipient, or a core partner of HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant funding or technical assistance that is directly tied to the proposal Brownfields project, and can demonstrate that funding from a PSC grant/technical assistance has or will benefit the project area. Examples of PSC grant or technical assistance include a HUD Regional Planning or Challenge grant, DOT Transportation Investment Generating Economic Recovery (TIGER), or EPA Smart Growth Implementation or Building Blocks Assistance, etc. To be considered, applicant must attach documentation.</p>	
<p>Applicant is a recipient of an EPA Brownfields Area-Wide Planning grant.</p>	

**NARRATIVE PROPOSAL
(RANKING CRITERIA FOR
ASSESSMENT GRANTS)**

EPA Brownfields Hazardous Substance and
Petroleum Assessment Grant Proposal
Old Town, Maine

NARRATIVE PROPOSAL (RANKING CRITERIA)

1. Community Need

a. **Targeted Community and Brownfields**

i. Targeted Community Description

The City of Old Town's preliminary 2015 Brownfields inventory identified ten (10) potential sites in the Main Street/Downtown and another eight (8) potential sites within the Stillwater Avenue Corridor, an area leading into downtown Old Town from the City's outskirts. This grant application's overall Target Area includes Main Street and Stillwater Avenue, two areas that are known to have been negatively impacted by existing Brownfields, their associated blighted, underutilized structures, and impacts on those who live and work in or nearby these areas.

The decline in Old Town has been directly related to the existence of Brownfield sites. **The combination of former mill and industrial site buildings, vacant sites, and the devastating shutdown of the Expera Mill in 2015 that left over 195 millworkers unemployed and the Georgia Pacific Paper Mill shutdown in 2006 that left 285 millworkers unemployed, have systematically weakened downtown business activity. In 2009, Old Town Canoe announced it was abandoning its mill site for a consolidated operation located on Gilman Falls Avenue.** This vacant approximate 6 acre former Old Town Canoe site, in the City's downtown, is located beside and across the street from the Public Safety Building, City Library, and within residential neighborhoods. The City estimates the total Main Street and Stillwater Avenue area consumed by Brownfields sites to be over 100 acres. Old Town reportedly has 400,000 square feet of unused building space in and around the target areas.

Main Street and Stillwater Avenue were developed to serve industrial mills built along the Stillwater and Penobscot Rivers in the early 1800s. The economic development of Old Town began in 1798 when Richard Winslow built a water-powered sawmill near the present Main Street/downtown, and by 1860, Old Town was the largest supplier of lumber in the United States. The Old Town Canoe Company organized around 1900 and began building canoes in the center of the downtown. By 1937 the great depression closed most of the woolen mills, with the last one closing in the late 1960's. By 1970, the last woolen mill closed its doors, and several shoe shops closed. The legacy of these industrial facilities and factories dates back to an era when these rivers, which intersect near downtown Old Town, were used as an open sewer for industrial waste disposal. Old Town's industrial past is reflected in the mills, dams, and factories that line the river banks of the Penobscot River on Main Street and in the downtown. Today, many former mill workers have left Old Town; many of those who remain work in Bangor.

Old Town neighborhoods feature traditional millworker housing, much of which remains modest and poorly maintained due to the community's poverty and low property value around our Brownfields sites. The high paying job losses associated with the paper mill operations have been replaced with lower paying jobs at a bakery expansion in the City; this has led to a lower unemployment rate, but an increased poverty rate. The vacant mill buildings described above are located in our targeted areas, are neglected and in various states of disrepair, and currently have a negative impact on human health, the environment, and public welfare. The City's most sensitive populations are living in or in close proximity to these sites, and without assessment funds, the City does not have the means to cleanup or redevelop these sites.

ii. Demographic Information

	Old Town	Penobscot County	Maine	National
Population:	7,693	153,364	1,328,302	311,536,594 ¹
Unemployment:	4.9%	4.0%	4.3%	5.3% ²
Poverty Rate:	18.6%	18.6%	10.9%	11.3% ¹
Percent Minority:	7.6%	5.7%	6.0%	36.7% ¹
Median Household Income:	34,350	43,734	48,453	53,046 ¹

¹ Data are from the 2009 – 2013 American Community Survey and are available on Am American FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP03&src=pt and http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP05&prodType=table www.quickfacts.census.gov (2013)

² Data are from the Bureau of Labor Statistics and is available at www.bls.gov www.city-data.com (2013) / www.maine.gov/labor/curi/bus (4/2015)

iii. Description of Brownfields

All of the Brownfield Sites identified in our preliminary inventory are located in the two targeted areas and are surrounded by residential neighborhoods. The Expera Mill that closed this past summer is located on South Main Street on the banks of the Penobscot River. This 50-plus acre site was first developed as a paper mill in the late 1800's and is our largest and most complex Brownfield site. This property has asbestos, lead-based paint and other hazardous and petroleum contamination, and is located in a residential area of the Main Street Corridor Target Area. Unmitigated contamination at this blighted Site poses a risk to residents, trespassers and the environment, including the adjacent river.

The Brownfield Site located on the corner of South Main Street and Chester Street in our Main Street Corridor Target Area, exemplifies a manufacturing/industrial site that historically also conducted automobile repair and is in need of hazardous and petroleum substances Brownfield assessment funds. The site is immediately adjacent to Main Street and is in close proximity to the Penobscot River. This site has had various uses over time including cabinet manufacturing and automotive maintenance. Given the age and history of the buildings, they likely contain asbestos, lead-based paint, petroleum storage tanks, and other hazardous materials.

The former Lewis-Stairs School located on Main Street is another example of a site in need of hazardous and petroleum substance assessment. This site was closed due to school consolidation in the fall of 1983 and has sat vacant since that time. The building contains asbestos, and likely lead, and possibly buried petroleum storage tanks and hazardous materials. The building is in poor, dilapidated condition and presents a hazard to the residential area that surrounds the site.

Old Town will partner with the Penobscot Indian Nation, which lies adjacent to the City, to assist with assessments that may be needed on reservation lands. Our inventory identified one Penobscot Nation-owned site situated on the banks of the Penobscot River that may be included in this assessment program. This site was formerly used as a metal machining facility and waste material (stainless steel) can be seen embedded in the river banks and on the river bottom.

Other sites in our targeted area include The Webber Oil Bulk Petroleum Storage Tank site, located adjacent to Water Street and the Penobscot River in the downtown; Skip's Auto on Main Street; and various other abandoned mills, shoe factories, tanneries, railroad properties, and other former industrial facilities located in the Downtown, along the Penobscot River, and along Stillwater Avenue. The perceived negative impact of these sites, contamination they present, and the blight they create, significantly impacts our resident's and children's ability to utilize the rivers and land as recreational resources.

iv. Cumulative Environmental Issues

The Brownfield Sites within our Target Areas have caused significant environmental impacts, including: volatile organic compound contamination caused by historic use of chlorinated solvents/degreasers; lead, arsenic, cadmium, and polycyclic aromatic hydrocarbon contamination caused by historic industrial/metal works; fuel oil, gasoline, lead, and other petroleum contamination at historic and abandoned gas stations; and the presence of widespread hazardous building materials (asbestos, lead-based paint and PCBs). In addition to these Brownfield Sites, there are several large active landfills located in Old Town, including the Juniper Ridge Landfill and its proposed 9.3 million cubic yard expansion, which contribute to the region's overall environmental issues. This and other landfills in Old Town receive waste from towns across Maine, putting a disproportionately large number of trucks loaded with waste on our roads, and

resulting in decreased air, soil, and groundwater quality. Additionally, Old Town's pulp and paper mill history has spread extensive contamination throughout our Target Areas, and has had a disproportionately negative impact on air, soil, and groundwater quality for a City of our size.

As previously discussed, the Stillwater and Penobscot Rivers flow through our Target Area. These rivers have seen heavy industrial use over time in communities located upstream of Old Town. The mills that once lined the river and the communities that housed those mills discharged waste and wastewater directly to the rivers. These uses significantly degraded the water quality and ecological character of these rivers and have had a disproportionately negative impact to surface water and groundwater quality in our City.

b. Impacts on Targeted Community

Old Town possesses sensitive populations (children, women of child-bearing age, and elderly) that are often disproportionately affected by environmental health hazards associated with Brownfields Sites, including high incidents of asthma, lead poisoning, cancer, and chronic illnesses.

Population Group	Old Town	Maine	U.S.	Source
Minorities (non-white)	7.6%	5.0%	37.4%	2014 Census
Children (< 18 years)	17.9%	19.5%	23.3%	2014 Census
Women of child-bearing age (15-44 years)	22.3%	18.3%	18.1%	2014 Census
Elderly (> 65 years)	13.8%	18.3%	14.1%	2014 Census
Median age	33	42	37.3	2014 Census

We believe the elderly and median age numbers provided in the table above are skewed as a considerable percent of our population are college-age students who chose to live in Old Town (due to our run-down housing stock and low-priced rentals) while attending the University of Maine. This increases the percentage of women of child-bearing age who are living in our Target Areas, and being negatively impacted by our Brownfield Sites. Other significant sensitive populations live in and adjacent to our Brownfields sites as evidenced by the fact that the Old Town Housing Authority and Volunteers of America own four elderly apartment complexes along the Penobscot River/Main Street corridor where Brownfield sites have been identified. There are 184 apartment units in these four buildings along with residential homes and apartments.

Public welfare in our targeted area is negatively impacted by the contaminated sites¹, as follows:

- **Higher rates of asthma:** The Penquis Public Health District ('Penquis,' a combination of Piscataquis and Penobscot Counties) had an 11.0% child asthma rate in 2012, the highest rate in the State of Maine². In that same district in 2009, asthma emergency room visits were 60.1 per 100,000³.
- **Higher rates of cancer:** Old Town's incidence rate for all types of cancers from 2008 to 2010 was 521.5 per 100,000, significantly higher than that of Maine (496.6 per 100,000). During a very similar time period (2006-2010), the mortality rate for all cancers for Penquis District only was 194.7 per 100,000 (the highest among all Maine counties), compared to 187.7 per 100,000 for the State⁴.
- **Elevated blood lead levels in young children (0-12 months):** During 2003 to 2007, 2.1% of the young children in Penobscot County that had been tested for lead were found to possess elevated blood lead levels. This was the 5th highest rate among Maine's sixteen

¹For these health statistics, town-level data was not available. In these cases, data representing the smallest unit or region that includes Old Town is used instead: Penobscot County or the Penquis Public Health District. Also, OneMaine Health Collaborative Study that was conducted by Eastern Maine Health Systems and revised in November 2011 shows little or no improvement in any of 2010 Maine State Profile of Selected Public Health Indicators for the chronic diseases discussed below.

² 2006-2010 Health Planning Report for Northern, Eastern, and Central Maine

³ 2010 Maine State Profile of Selected Public Health Indicators

⁴ Maine Annual Cancer Report, June 2013 & 2013 Maine State Profile of Selected Public Health Indicators

counties⁵. During a very similar period of time (2003-2006), 1.58% of young children in the U.S. who had been tested for lead were found to possess elevated blood lead levels⁶.

In total, over 100 acres of potentially contaminated Brownfields property exists within the city limits. These adverse health statistics of sensitive target populations are believed to be attributed to the presence of contaminants at our Brownfield sites. Left unmitigated, these sites will contribute to an incremental population risk above and beyond that already being experienced by the disadvantaged populations.

The Brownfield sites within our targeted community have also contributed to the overall economic decline of the surrounding community—they prevent redevelopment of urbanized land, and exacerbate existing sprawl and housing development on former farm, forest, and other crucial open land tracks in rural areas. These unused urban sites are blighted vestiges of the city's industrial past—long-vacant buildings with broken windows, structural failure, and evident decay—and remain economically depressed and frozen in time, harkening back to an era of lost manufacturing jobs that may never return. Our Brownfield site buildings are continually vandalized and are prone to drug activity.

c. Financial Need

i. Economic Conditions

Old Town once enjoyed a vibrant industrial base in the downtown area. By the 1960's, most of what remains are vacant buildings. During the past 30 years, the City has made a concerted effort to “make over” the downtown. The current Downtown Plan and our updated Comprehensive Plan have been used as tools to accomplish this goal. However, Old Town has a small population base, limited municipal budget, and relies heavily on partnership grant funding in order to plan and implement economic development projects. We are not an entitlement community, which requires our grant funding to come through a competitive application process. Pressures to keep local tax burdens low, based on low wages and quality of life, limit City funding for economic development to money raised via municipal Tax Increment Financing (TIF) Districts. The City does not have the capacity to fund assessments on our Brownfield sites given the density and number of former industrial sites and the high number of historic buildings in the community.

The recent shutdown of the Expera Mill represents over 1 million dollars in lost tax revenue to the City of Old Town. The severe winter of 2014/15 required a disproportionate amount of spending to maintain our roads and we incurred additional expense keeping our public buildings heated and maintained during the extreme cold and snow. Our aging infrastructure (roads, bridges, sewer, water, buildings) are in dire need of repair and improvement.

ii. Economic Effects of Brownfields

Old Town has experienced economic upheaval in the last two decades due to the loss of manufacturing jobs and increase in Brownfield sites in our Target Areas. Old Town is a service center for surrounding communities and through the mid-twentieth century was known as a manufacturing center, with an emphasis on hydro-powered paper and shoe factories on the Penobscot River. Since 2000, the city has lost approximately 1,000 jobs from the defunct shoe, clothing, and paper mill industries with approximately 500 of those jobs attributable to the downsizing of paper mills that now lie dormant and unused. The combination of business closings and low incomes has resulted in increased social costs, downwardly spiraling economic conditions, and erosion in quality of life.

Our largest Brownfield Site, the former Expera Mill, closed in 2015. Before the closure, over 480 employees worked for Georgia Pacific (GP) making pulp, napkins, and tissue paper. This closure has caused a significant job loss and loss of tax revenue, and the degradation of mill infrastructure has impacted the residential areas in our targeted community. The environmental

⁵ Maine Center for Disease Control and Prevention

⁶ CDC National Surveillance Data & 2010 Maine State Profile of Selected Public Health Indicators

stigma associated with this site that lies near the downtown and along the Penobscot River, has been and will continue to be a significant hurdle to overcome without Brownfields Assessment funds. Potential developers and business owners will not have interest in redeveloping this and other Old Town Brownfield sites without quantifying the environmental issues.

Old Town's Brownfields are located in the heart of the City. These Brownfield sites limit development in Old Town's shopping/Main Street area and reduce or eliminate recreational use and potential redevelopment in the downtown's greenest space. Old Town reportedly has 400,000 square feet of unused building space in and around the targeted area, which is well-suited for redevelopment of light manufacturing operations, upscale office space, and business incubation space—uses that could infuse tax base and job opportunities (potentially 10-20 jobs per site) in the downtown along with mixed residential use. The community has struggled with high poverty rates, low wage rates, and declining population rates due in part to foreclosed business and blighted buildings associated with our Brownfield sites.

Despite our low unemployment (due in part to low-paying jobs), our median income is significantly less than that of the rest of Maine and the Nation. The City has had some expansion in light manufacturing and retail along the Stillwater Avenue corridor but at a **much lower wage scale**. There has been a significant pay decrease for paper mill workers now being employed by a bakery expansion or retail jobs.

Additional data for an underperforming and disadvantaged economy in Old Town is as follows⁷:

- *Future population losses*: Penobscot County is expected to lose an additional 0.1% of its population between 2003 and 2028⁸.
- *Little or no future economic growth*: Penobscot County is projected to experience little, if any full- and part-time employment growth, from 2010 until 2015, compared to 2.2% for the State of Maine. Real personal income growth over the same time period is expected to be minimal for Penobscot County, compared to an increase of 1.8% for the State⁹.
- *Children living in poverty*: In 2009, almost half (43.5%; 4th highest among all districts) of children in the Penquis Public Health District were eligible to receive a free or reduced price lunch, in comparison to 39.1% for the State of Maine¹⁰. During 2005-2006, 19.5% of children in Penobscot County lived in poverty, compared to 17.5% for the State¹¹.

2. Project Description and Feasibility of Success

a. Project Description, Project Timing, and Site Selection

i. Project Description

Old Town's Comprehensive Plan and Development was updated in 2014-2015. These plans engage the community to develop a plan to move our City forward by encouraging infill and redevelopment of our targeted area Main Street and Stillwater Avenue Brownfield sites; by developing open space along the Penobscot River; by encouraging the creation of green space; by utilizing vacant upper stories of commercial buildings as affordable residential apartments; and by the redevelopment of the former Old Town Canoe site. The City held three public meetings to discuss these plans, and interest and participation has been high. Part of the Downtown Plan is identifying funding sources locally such as our Revolving Loan Fund, Facade program, and establishing a Downtown Tax Incremental Financing District to supplement the Stillwater Avenue TIF District to encourage and finance development.

Old Town will utilize Brownfields funds to develop and implement a comprehensive community-wide Brownfields Assessment Program that will update the preliminary inventory;

⁷ For almost all of these economic statistics, town-level data was not available. In these cases, data representing the smallest unit or region that includes Old Town is used instead. This is usually Penobscot County.

⁸ Maine State Planning Office, County & State Population Outlook: 2028 Report

⁹ Maine Consensus Economic Forecasting Commission, 2011 Forecast

¹⁰ 2010 Maine State Profile of Selected Public Health Indicators

¹¹ Kids Count 2009

conduct community involvement activities; perform assessment activities to characterize the contaminants present at the Brownfield Sites; and plan for remediation and reuse of the Sites. Focus will be given to the Main Street and Stillwater Avenue areas and adjoining neighborhoods of the City in order to assist in the redevelopment of these distressed, blighted, and otherwise underutilized properties. Old Town will develop the Brownfields Advisory Committee (BAC) and select a Qualified Environmental Professional (QEP) to perform the assessment and cleanup planning work, general program management (quarterly and ACRES reporting), and reporting. The City will work with the QEP and the BAC to perform community outreach and education, update and continue to develop a thorough inventory of potential Brownfields sites in the target areas, and develop site ranking and priority criteria to select Brownfields sites for assessment. Once a site has been incorporated into the program and its final eligibility approved by the EPA and/or Maine DEP, City staff, the QEP, and the community will conduct Phase I and Phase II assessments, and plan subsequent reuse/remediation.

City officials will contact area residents to help identify sites, and conduct citizen interviews to gather historical knowledge and first-hand information about sites in our inventory. City officials will engage regional business groups, health agencies, neighborhood associations (e.g., River Coalition, Penobscot River Restoration Trust, Old Town Economic Development LLC, and land trusts such as the Orono Land Trust) that can help measure the success and impact of our program, as well as raise awareness of the project's goals so that the community can report on health issues in sensitive populations. The City and its QEP will work with Maine DEP Project Managers to help evaluate threats to either human health or the environment to determine if immediate mitigation actions are necessary.

Our expected outcomes are to return the selected Brownfield sites back to economic vitality (housing/commercial space) or for the public's use and enjoyment (green space). This is not only expected for our selected sites but also for nearby properties that have been impacted by the stigma of being proximate to our Brownfield sites. The eventual remediation of Brownfield sites will minimize exposure both at the sites and adjacent properties, but just as importantly, to the Penobscot River. Additional expected outcomes of completing remedial activities of select Brownfields sites will be the creation of new jobs as well as the increased tax base accompanying the revitalization and redevelopment within the downtown and waterfront region.

ii. Project Timing

City Manager Bill Mayo will manage the project schedule and will be responsible for administrating the project within the three year grant term. Bill will develop a BAC and work with the BAC, EPA, and Maine DEP to select a QEP within 1 month of grant award. Within 4-6 weeks of the grant award and once a QEP has been secured, the team will update their existing site inventory. We anticipate selecting sites and conducting 2-3 Phase Is within two months of grant award. We expect to submit 2-4 QAPPs for approval within 3-4 months of grant award. Within 5-6 months of grant award, we anticipate conducting 2-4 Phase II assessments. Grant award and QEP selection will be communicated to the community in a kickoff informational Public Meeting. The BAC will meet quarterly and will maintain the flexibility to discuss site selection more frequently and on an as-needed basis.

The City of Old Town and its QEP will work closely with Maine DEP, who will provide regulatory oversight and act as Brownfields advisors. Identified threats to either human health or the environment will be evaluated by the QEP and Maine DEP to help determine if immediate mitigation actions are necessary. Remediation planning will be completed for contaminated sites. All sites which are entered into our Brownfields program will participate in Maine DEP's Voluntary Response Action Program (VRAP). The completion of this process will allow us to identify potential contamination issues at Brownfield sites, evaluate remediation/reuse strategies, and ultimately return otherwise distressed, abandoned, or environmentally stigmatized sites in our downtown target area back to viable and sustainable reuse.

iii. Site Selection

During the spring and summer of 2015, Old Town conducted a preliminary inventory of Brownfield sites in our targeted area. The City will work with the QEP and the BAC to perform community engagement and education, develop a thorough inventory of potential Brownfield sites, and develop site ranking and priority criteria as well as site nomination and access agreement forms to select Brownfield sites for assessment. Our preliminary inventory of Brownfield sites identified eighteen properties (10 hazardous substance properties and 8 petroleum properties) within the targeted Main Street and Stillwater Avenue areas, where they possess high redevelopment potential. Some of these sites are currently owned by the City, and in some cases the City has been in communication with owners regarding the potential use of Brownfield funds on their sites. We have already met owners and they understand and are interested in participating in the assessment program. Through our Public Outreach we anticipate meeting with all site owners to discuss program benefits and are confident that site access will not be an issue and that assessment funds will be drawn down in the three-year grant period. As an example, the City has already engaged in discussion with the owners of the 50-plus acre former Expera Old Town LLC, and was pleased to find that they were interested in having their site entered into the Brownfields program.

b. Task Description & Budget Table

i. Task Description

The proposed tasks associated with both the Petroleum and Hazardous Substance assessment and budget tables are provided below.

Task 1 – Cooperative Agreement Oversight– The City will organize the Brownfields Initiative Activities and staff a BAC of local elected officials, members of the business community and the Penobscot Nation, local schools and non-profits, residents affected by the Brownfields, and those interested in the environment and the community. A member of the Maine DEP Brownfields staff will also be invited to join the BAC. City staff will conduct community outreach activities, interact with property owners and abutters, and file required EPA reports (quarterly reports, ACRES, etc.). City staff will also perform general program management and communication with regulatory personnel, community officials and the public. The BAC will meet monthly to ensure that the priorities and direction of the Brownfields program are being met. These monthly meetings will be open to the public affiliated and community organizations and held in locations around the project's target area. The City will develop a public Request for Proposal to contract the services of a QEP to perform the assessment work. The City will review the submitted proposals, conduct interviews and perform final QEP selection. Our BAC project kickoff meeting will be conducted prior to QEP selection, and a second meeting will be held after selection. The selected QEP will work with City staff and the BAC to develop outreach materials which we will distributed through our affiliated community organizations.

We have budgeted 240 staff hours (120 hours per grant) at an average rate of \$50/hour to this task, being equally divided between petroleum and hazardous substance assessments. Our program manager will attend two EPA Brownfield conventions with costs for fees, travel, and expenses divided between the two grants. The contractual expenses are for QEP assistance in developing outreach materials and assistance with EPA reporting.

Task 2 – Community Outreach and Engagement –With help from the Comprehensive Plan Team, the City will hold at least two public meetings to solicit site data and educate local officials and citizens about the Brownfields process. Old Town is applying for both hazardous materials and petroleum contamination funds, and sites will be categorized separately. We have budgeted a total of 80 staff hours at an average rate of \$50/hour to this task, which we expect will be equally divided between the two assessment programs. Work items include preparation and distribution of site nomination forms, meeting with member community officials to obtain site nominations, meeting with the selected QEP to discuss the preliminary sites inventory and develop threshold/ranking criteria, and assistance with property owner outreach and education.

Once sites are selected, and if the property owner is amenable, the appropriate EPA eligibility documentation to enter the site into the Program will be prepared.

Task 3 – Phase I & Phase II Site Assessments – The selected QEP will conduct Phase I Environmental Site Assessments for selected sites in accordance with the ASTM International Standard 1527-13 as well as the EPA “All Appropriate Inquiry” standards. This process will consist of at least one site visit, contact with regulatory agencies and review of their files, interviews with knowledgeable people regarding the site, review of available historical files, and a written report for each site. These reports will consist of a summary of “recognized environmental conditions” identified for each site, a list of opinions regarding the site, and recommended follow-up investigations and activities. We anticipate our QEP completing four Phase I ESAs as part of the Hazardous Substance grant (4x \$4,000 each) and six Phase I ESA as part of the Petroleum grant (6x \$3,000 each). Staff time for each grant is budgeted as 40 hours at an average rate of \$50/hr to review reports and interfacing with the Maine DEP and property owners. Priority will be given to sites that align with projects that are already underway including the expansion of the University of Maine’s Walking and Biking Trail System. Sites that are assessed along the Penobscot and Stillwater Rivers and in Old Town’s downtown support Old Town’s Comprehensive Plan.

If the Phase I Assessment results indicate “recognized environmental conditions” are present, we will complete additional investigations to confirm or dismiss the conditions and determine the nature and extent of contamination. We will prepare a Quality Assurance Project Plan (QAPP) and submit it to the EPA as part of this task prior to undertaking Phase II activities. We will prepare a site-specific QAPP addendum for each identified and assessed site. We will develop the scope of the Phase II based on specifics from each site to determine whether hazardous materials exist, and if so, to what extent. The Phase II Investigation may for example include monitoring well and test boring installations; test pit excavations; and groundwater, soils and soil gas sampling. We will use results from the Phase II investigations to develop Analysis of Brownfield Cleanup Alternatives (ABCAs) and Remedial Action Plan (RAPs). As with all project tasks, we will collaborate with each property owner, provide public information, and receive citizen input throughout the assessment. We anticipate four Phase II Investigations as part of the Hazardous Substance grant (4 x \$30,000 each), and six Phase II Investigations as part of the Petroleum grant (6 x \$19,000 each). Staff time for each grant is budgeted at 40 hours with an average rate of \$50/hr to review reports and interface with Maine DEP and property owners.

Task 4 – Site Reuse & Cleanup Planning – We will evaluate the Phase II Investigation data and reuse proposals from landowners, perspective purchasers, and the community to develop an ABCA/RAP for each site based on the specific or potential reuse scenario(s). The ABCA/RAP will include remedial actions for each identified contaminant that exceeds applicable Maine DEP regulatory guidelines. We will evaluate remedial actions based on cost, feasibility, and effectiveness in protecting human health and the environment. Based on this analysis, we will develop a proposed remediation plan, taking into account the specific reuse scenario(s) for that site. Concurrently, we may develop reuse alternatives on select sites using planning techniques like outreach and design charrettes, potential redeveloper input, and the community’s goals for site reuse from our Comprehensive Plan. We will hold up to one public meeting for each site identified through our Brownfield program. We anticipate holding the meeting prior to initiating the remediation and reuse planning to discuss the results of the assessments or after completing our remediation planning to inform and solicit feedback from the public on the selected alternative. We will continue to maintain communication with the public, abutters, and owners. We anticipate that our QEP will complete four ABCA/RAPs as part of the Hazardous Substance grant and six ABCA/RAPs as part of the Petroleum Substance grant. Based on our past experience and discussions with the MEDEP, we have assumed that staff time for the Hazardous Substances grant is budgeted at 100 hours with an average rate of \$50/hr and 140 hours with an average rate of \$50/hr for the Petroleum grant to review reports; coordinate, attend and prepare for public meetings; and work with the Maine DEP and property owners.

ii. Budget Table**Budget 1 – Hazardous Materials Assessments**

Scenarios	Project Tasks				
(Program Cost Only)	Task 1-Coop. Agreement	Task 2-Outreach	Task 3-Phase I & IIs	Task 4-Site Reuse/Planning	Total
Personnel	\$6,000	\$2,000	\$4,000	\$5,000	\$17,000
Fringe	\$1,500	\$500	\$1,000	\$2,000	\$5,000
Travel	\$2,000	\$0	\$0	\$0	\$2,000
Equipment	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Contractual	\$2,000	\$3,000	\$136,000	\$35,000	\$176,000
Other	\$0	\$0	\$0	\$0	\$0
Total	\$11,500	\$5,500	\$141,000	\$42,000	\$200,000

Budget 2 – Petroleum Assessments

Scenarios	Project Tasks				
(Program Cost Only)	Task 1-Coop. Agreement	Task 2-Outreach	Task 3-Phase I & IIs	Task 4- Site Reuse/Planning	Total
Personnel	\$6,000	\$2,000	\$4,000	\$7,000	\$19,000
Fringe	\$1,500	\$500	\$1,000	\$2,000	\$5,000
Travel	\$2,000	\$0	\$0	\$0	\$2,000
Equipment	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Contractual	\$2,000	\$2,000	\$132,000	\$38,000	\$174,000
Other	\$0	\$0	\$0	\$0	\$0
Total	\$11,500	\$4,500	\$137,000	\$47,000	\$200,000

c. Ability to Leverage

If additional work (e.g., assessment or cleanup/reuse planning) is required to complete the tasks identified above, the City will seek supplemental funding from sources including the EPA Region I Targeted Brownfields Assessment Program (TBA), Maine Department of Economic and Community Development (DECD) Brownfields Revolving Loan Fund, and Maine DEP's and Eastern Maine Development Corporation's Brownfields Assessment Program. **The City also has funds currently available through the Old Town Development, LLC/Urban Development Action Grant (U.D.A.G) in reserve totaling \$422,652 that can be used as funding for development.** In addition, the City plans to seek matching funds from municipal (such as Tax Increment Financing [TIF]), state (CDBG), and federal sources (appropriations) in order to obtain the total amount required to complete the above tasks. The City has obtained funds from all of the above sources in the past and is confident that if needed, they will be available to this project.

Several lending institutions are located in Old Town and have agreed to support developers interested in redeveloping Brownfields (refer to **Attachment B** for U.D.A.G.) leveraged funds letters). These institutions include the Old Town Development, LLC, which has established a revolving loan fund for existing and new businesses; as well as the Old Town Housing Authority, which will assist in the process of bringing prospective housing and commercial developers to Old Town.

In addition, the City will commit to in-kind services that support public education and outreach programs. The City's Planners, Code Enforcement Officer, Assessor, and Manager will assist with local data collection, historical records, public participation process, redevelopment and

design initiatives and overall programmatic direction as part of the program. As such, the City will also provide a portion of the programmatic cost of the grant from its own funds through salaried members. This in-kind service is estimated at an additional \$25,000.

Additional funds will likely be required for cleanup and redevelopment. The specific amount required for additional phases is currently unknown, but will be developed in the Remedial Action Plan and Reuse Planning portion of the Assessment process. The City intends to leverage all that it can through work with its State delegates on supplemental grants, earmarks, and other funding, and with potential developers to obtain private funding, to fund assessment, economic development, and cleanup activities. Old Town successfully wrote and managed three FY 2012 EPA Brownfields Cleanup Grants for the former Old Town Canoe site.

3. Community Engagement and Partnerships

a. Plan for Involving Targeted Community & Other Stakeholders; and Communicating Project Progress

i. Community Involvement Plan

The City has proposed up to three public education and information meetings that will be held in our targeted areas during the site inventory and selection process, the assessment and reporting phases, and remedial and reuse planning. Meetings will be held at City Hall. Project stakeholders include Site owners, neighbors, developers, community organizations, citizen groups, lenders, EPA, and Maine DEP. Up to two public meetings will also be conducted for each selected site: after the Phase II Assessment and after the ABCA/RAP phase. These meetings will be community planning charrettes to solicit direct public involvement and develop cleanup and reuse options for the site that incorporate green space, recreational activities, and architectural options for the reuse of existing buildings, as well as any community needs for the proposed site redevelopment. We will compare new findings to our Comprehensive Plan and the Downtown Plan for context and make recommendations to the standing Comprehensive Plan update committee.

We will advertise these meetings publically via e-mail, a legal announcement in the local newspaper(s), and on the City's website, and will make meeting minutes publically available. Regular status updates available on Old Town's website; reports available for review at City Hall; updates broadcast on the Community TV channel, press releases, legal ads, and other public notices as needed; and, through local news coverage of public meetings including the Initial Brownfields Inventory meeting and subsequent meetings for each assessment site. We will submit press releases on the Old Town Brownfields program to local newspapers including the *Bangor Daily News* and the *Penobscot Times*.

In 2015, the City held three public meetings related to the Comprehensive Plan, and four public meetings on the Downtown Plan. These meetings were well received and attended. There are now two committees made up of Old Town staff, council members, and citizens to carry out the action plans that were a result of these public meetings.

ii. Communicating Progress

The BAC will hold up to three open meetings/workshops for community education regarding potential environmental risks from the Brownfields sites. We will communicate the progress of our Brownfields program to the community in the media sources described above. In the past, we have not encountered any communication barriers but **we will provide interpreters and/or language translations as necessary to accommodate those with hearing/reading impairments and special needs.** Old Town has an outreach program to notify the public about development projects, maintains an informative public website, uses social media (Facebook) to promote public awareness, and is exploring new techniques and technology to solicit input from a broader segment of the community. Our target areas of Main Street and will be focus areas for outreach to develop immediate action strategies. We will leverage off our prior successes including the former Old Town Canoe EPA funded Cleanup project, our 2014-2015 Downtown Plan, and our 2015 work on the Comprehensive Plan.

b. Partnerships with Government Agencies

i. Local/State/Tribal Environmental Authority

The primary partners for Old Town's Brownfields Program will be the EPA, Maine DEP and the City (refer to **Attachment C** for Maine DEP's letter of support). Old Town will directly benefit from additional jobs, an increased tax base, improved aesthetics of the local area, and increased community pride after site redevelopment. As discussed above, the City has committed funds and resources to establish and enhance this partnership. Municipal officials will fill administrative roles throughout the Brownfields Program, and several will be members of the BAC. The City will work closely with the Penobscot Nation (who will provide a representative to be part of the BAC) to ensure tribal lands benefit from Old Town's assessments.

Maine DEP's Project Managers have experience conducting and managing EPA Brownfields Grants and will also provide critical input into Old Town's program, particularly during Phase I and Phase II Assessments and the Cleanup and Reuse planning portions of the program. They will make eligibility determinations on petroleum sites and provide input and guidance throughout the duration of the program, including evaluating risks from potential imminent hazards identified during assessment, liability protections offered as part of the Brownfields program, and Maine DEP's VRAP. Maine DEP staff will review all technical submittals and provide guidance on remedial actions and long-term sustainable cleanup measures for each site.

The local Planners, Health Officer, Code Enforcement Officer, Assessor and City Manager will assist with local data and records collection, public participation, redevelopment, design initiatives, and overall programmatic direction as members of a BAC. The BAC members and the City have connections to multiple agencies, including federal agencies such as HUD and the EPA; state agencies including Maine DEP; local, state, and federal elected officials; and other public health entities like the River Coalition and the Penobscot Community Health Center. City staff will work with the Maine Health Inspector on health inspections as needed, and also attend EPA conferences to develop outreach strategies and best management practices.

ii. Other Governmental Partnerships

The City of Old Town has connections to multiple agencies, such as Housing and Urban Development (HUD), U.S. Department of Health and Human Services (DHHS), United States Department of Agriculture (USDA), Eastern Maine Development Corporation (EMDC), State Historic Preservation Office (SHPO), local, state, and federal elected officials, state agencies including, Maine Department of Economic and Community Development, the EPA, and other public entities, such as Penobscot County Soil and Water Conservation District, the River Coalition, and the Penquis Public Health District Coordinating Council.

They will be partners for the successful completion of the Phase I and Phase II assessments and will provide input and guidance throughout the duration of the program, including risks from potential imminent hazards identified during the assessment program, liability protections offered as part of the Brownfields program, CERCLA, and Maine DEP's VRAP, and provide guidance on the remedial actions and long-term sustainable cleanup for each site. Old Town has developed a strong working relationship with EPA's Brownfields Program through our work together at the Lily Tulip and Old Town Canoe Cleanup projects.

c. Partnerships with Community Organizations

i. Community Organization Description & Role

The City has been actively engaged with key community organizations about this Brownfield Assessment program, and will continue to work with them for the duration of the project. The following organizations have agreed to work with the City and its QEP in a public outreach and education role concerning the health and environmental impacts arising from identified risks at the Sites, as well as imminent hazards posed by contamination found there. They will also conduct activities such as the dissemination of outreach materials, hosting public meetings, and

assisting with press releases, taking advantage of the close connections they have with the local community.

Penobscot Nation: the City works closely with the Penobscot Nation and we will invite a representative of the Nation to sit on the BAC. The Penobscot Nation has utilized Brownfields funds in the past. Old Town will look for opportunities to conduct assessment projects on their property and they will assist Old Town in communicating with their community.

Housing Authority of the City of Old Town (HACOT): The HACOT was founded in 1970 with the objective of providing safe and sanitary housing opportunities to low-income and elderly people in the region. HACOT will provide a role in public outreach, education and attend public meetings. HACOT will assist in facilitating the process of bringing prospective housing and commercial developers to Old Town.

The River Coalition, Inc.: This coalition, incorporated in 1995, strives to develop an environment that supports a healthy life through education, prevention, advocacy, and services. The Coalition will assist with the dissemination of information concerning the progress and status of cleanup activities including mitigation of health risks.

ii. Letters of Commitment

Contact information for these organizations, along with letters of support documenting their roles and commitments, are provided as **Attachment D**.

4. Project Benefits

a. Health and/or Welfare and Environment

i. Health and/or Welfare Benefits

The Brownfields funds will be used to increase our understanding of potential threats to human health and the environment at these sites. The assessment and eventual cleanup of sites that contain asbestos, lead, petroleum, solvents, metals and other hazards will reduce the rates of asthma, cancer, blood lead levels in area children, our elderly, and will create better housing options for our women of child-bearing age. As sites are put back to use, we will be able to retain our population, reduce blight/crime, provide better housing options, create open space, community pride, and provide a better quality of life to our citizens.

Our initial inventory process identified Brownfields sites including abandoned mills, factories, tanneries, railroad properties, and other former industrial facilities located in the downtown, along the Penobscot River, and on Stillwater Avenue. Contaminants of concern include: paints, lacquers, chlorinated solvents, and organic compounds; PCBs; and heavy metals including arsenic, lead, chromium, and mercury. The contamination present at these Sites has direct contact and inhalation exposure pathways potentially causing cancer, neurological disorders, and other adverse health effects. The identified compounds will be compared to established state and federal risk-based standards. We will propose remediation plans to directly reduce threats to human health and the environment. Based on the Phase II Assessment results we will evaluate potential risks from known contamination and recommend strategies to protect sensitive communities as we work on remediation to include public education campaigns on health risks, and physical barriers around contamination. Maine DEP will serve as lead health expert through the VRAP, and work with a local community health coalition to evaluate potential risks from imminent hazards identified in the assessment. We will address long-term contaminant monitoring, institutional controls, and deed restrictions, as necessary, to meet VRAP and Brownfields program environmental standards. The proposed program will communicate applicable federal and/or state programs requirements directly to the site owners.

ii. Environmental Benefits

These assessment funds will allow us to identify, quantify and with eventual cleanup funding, limit and remove contaminate migration in the environment. Soil, soil vapor, groundwater, and air quality will be improve as will the water quality in the Penobscot and Stillwater Rivers. The

majority of the grant funds will be used to identify and delineate contamination at the suspected Brownfields sites. Contaminants of concern identified during the investigation phases will be compared to state and federal risk-based standards. We will propose remediation plans to reduce threats to human health and the environment (eliminate contact, inhalation, vapor intrusion).

Based on the Phase II Assessment results we will evaluate potential risks from known contamination and recommend strategies to protect sensitive communities as we work on remediation to include public education campaigns on health risks, and physical barriers around contamination. Maine DEP will serve as lead environmental/health expert through the Maine VRAP, and work with a local community River Coalition to evaluate potential risks from imminent hazards identified in the assessment. We will address long-term contaminant monitoring, institutional controls, and deed restrictions, as necessary, to meet VRAP and Brownfields program environmental standards. Our program will communicate applicable federal and/or state programs requirements to the site owners. Cleanup options will likely include a combination of contaminant source removal, engineering controls (e.g., cover and vapor mitigation systems), and/or institutional controls (e.g., deed restrictions or environmental covenants developed from Maine DEP's Uniform Environmental Covenant Act).

b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

i. Planning, Polices, and Other Tools

Our comprehensive approach to Brownfields development and reuse integrates planning for environmental, economic, and social development through both regional strategies (long-term environmental and economic development land use planning) and City-level strategies (master plans, innovative zoning ordinances, community participation in local level planning, and tax policy) using smart growth principals. The City will maximize each site's reuse and redevelopment potential. The Downtown Plan encourages redevelopment of the Target Areas by having more mixed use (Commercial/Residential) in our buildings, taking advantage of vacant upper floors for affordable housing, and promoting new development on vacant lots.

Old Town's Brownfields program will adhere to Smart Growth principals. This is currently evidenced in the recent Comprehensive Plan and our desire to reuse/redevelop the former Old Town Canoe site into uses that will draw people to our downtown. This site is currently serviced by public utilities and high-speed broad band and is located in the center of the City and within walking distance of all of our amenities (library, shopping, restaurants, etc). We are looking for opportunities that take advantage of the site's size and have multiple uses including housing, lodging, and commercial/retail space. The City has engaged with several developers, and is currently conducting a feasibility study on behalf of a hotel developer. We will encourage the development team to utilize green design techniques in redevelopment construction including stormwater management, energy efficient building codes, and elements of green design.

ii. Integrating Equitable Development or Livability Principles

Our project promotes equitable development principals that match the City's Comprehensive Plan. Efforts to integrate equitable development include utilizing the experiences and knowledge that the City gained during the comprehensive planning process as a resource to the targeted community. The assessment and eventual cleanup of our Brownfields in our targeted downtown/Main Street and Stillwater Avenue areas will "make over" our downtown and assist with economic infill in our targeted area. Our assessment of sites that lie adjacent to the Penobscot River will give us opportunities to encourage and expand access to the river and preserve green space thereby making it available to residents of our targeted area. Old Town's Comprehensive Plan discusses our desire to reuse vacant store fronts along Main Street and utilize the upper levels as affordable housing thereby infilling this area of the City and bringing it back to its vibrant past. In creating affordable housing in our downtown, we will minimize displacement and provide more housing opportunities. We will employ **equitable development** principals to create healthy, vibrant communities of opportunity that do not displace current populations as a result of redevelopment. We will focus on equitable outcomes and employ strategies to see that low-income and minority communities make beneficial decisions for the

future of their abutting neighborhoods. All of this will be accomplished in close coordination with organizations like Housing Authority of the City of Old Town/Maine Gateway who will help us bring business and housing opportunities back to Old Town.

c. Economic and Community Benefits (long term benefits)

i. Economic Benefits or Other Non-Economic Benefits

Old Town's economic development strategy is to renovate and redevelop existing mill structures and industrial sites, which were once the economic and geographic centerpieces of the community, into central pillars of the new local economy: multi-use commercial, industrial, and residential areas that will catalyze growth in the downtown center; create jobs and encourage capital investment; beautify Old Town's walkable downtown neighborhoods; and significantly increase the local tax base. The redevelopment of our largest Brownfields site (Expera Mill) could immediately increase our tax base by 10-15%. The BAC will work with neighborhood groups, site owners, municipal/community leaders, and local businesses during assessment to design a reuse/redevelopment project with maximum benefit to current residents and the public through new jobs, expanded tax base, increased property value, creating open space and environmental protection. We will emphasize the importance of energy efficiency, green remediation, and water management. Adaptive reuse will invite sprawl-free new business and employment opportunities. **The project will ensure that residents will not be displaced from the target area.**

Old Town has 400,000 square feet of unused building space in and around the project area, which are well-suited to redevelopment for light manufacturing operations, upscale office space, and business incubation space, uses that will infuse tax base and job opportunities (10-20 jobs per site) in the downtown along with mixed residential use. The entire area is within close proximity and walkable to the library, City Hall, shops, restaurants, and other amenities. As an example of investment that the Brownfields grant could help leverage, our community leaders and the Old Town Development LLC identified the Downtown Business District as an economic development priority and have reserve money available to assist in redevelopment of our Brownfield sites. This area of downtown is currently zoned commercial, and has the City Park, City Hall, and also has a niche for small shops and businesses. The Old Town Development, LLC established a revolving loan fund for existing and new businesses in this district. Other examples of trying to improve this area are the City's work on the Downtown Plan, Facade Program, and Downtown Tax Incremental Finance District.

ii. Job Creation Potential: Partnerships with Workforce Development Programs

We strive to hire local and WBE/MBE organizations and encourage local contractors (i.e., construction companies, etc.) to hire Old Town residents. The City does not have a local hiring ordinance but works closely with the University of Maine Career Center and will encourage local hiring language to be placed in procurement documents. The assessment and cleanup of our Brownfield sites will provide opportunity to develop our workforce and create jobs that utilize Old Town's current assets including our high-speed broadband fiber optic infrastructure.

5. Programmatic Capability and Past Performance

a. Programmatic Capability

This project will be managed by the City Manager, Bill Mayo, who has worked for the City since 1999. **Bill currently manages all grants for the City including the \$600,000 EPA Brownfields Cleanup of the Former Old Town Canoe Factory Site (quarterly reporting, ACRES updates, drawdowns).** Bill brings considerable municipal experience having worked for several communities in the State of Maine since 1985. Additional support will be provided by the City's Finance Director, Miles Greenacre, who is a Certified Public Accountant. Copies of their resumes are included as **Attachment E**. The Old Town Development Board of Managers could be brought in to maintain project leadership and to recruit qualified staff should employee turnover occur during the project period. This board is made up of key business people in the City and administration from the University of Maine. The City, through Bill and Miles has shown the ability to obtain other outside sources to further economic activity.

The City and its selected QEP will liaison with the Maine DEP to design, coordinate, and oversee the successful completion of the proposed assessment program. When necessary, the BAC will also seek the advice and support of the EPA Region 1 and Maine DEP Brownfields Coordinators for direction on programmatic requirements. The City routinely creates requests for proposals and qualifications, and conducts competitive procurements to obtain appropriate resources for proposed projects throughout Old Town, and the City Manager works closely with Old Town Public Works on many of these projects. A recent example includes the City's competitive procurement of hazardous building materials abatement utilizing EPA Brownfield Cleanup funds for the Former Old Town Canoe Factory Site; and numerous public infrastructure procurements. All projects are publicly bid and advertised via the newspaper, the City's website, and (where eligible) construction publications. Proposals are reviewed and recommended to the Old Town City Council for final selection.

Between 2009 and 2014, the City has administered **over 30 grants totaling over 3.2 million dollars**. Grants included EPA Brownfields Cleanup (\$600,000), Airport Improvement Program (\$402,000), Community Development Block Grants (\$350,000), and FAA Grants (\$800,000). All grants were successfully managed, including meeting and complying with reporting requirements, submitting final acceptable technical reports, and submitting periodic progress reports that documented progress towards achieving the results under the agreement.

b. Audit Findings

The City of Old Town has never been cited for any program deficiencies or adverse audit findings on any of its local, state, or federal projects.

c. Past Performance and Accomplishments

i. Currently or Has Ever Received an EPA Brownfields Grant

1. Compliance with Grant Requirements

Under the exact Project Management described above, the City is currently managing the FY 2012 \$600,000 EPA Brownfields Cleanup of the Former Old Town Canoe Factory Site. This project was completed ahead of schedule and budget (approximately \$50,000 of the \$600,000 remains) and the grant was extended for another year to utilize the remaining funds for site reuse planning. The City has an approved work plan and is currently in compliance with its schedule, terms, and conditions. All required quarterly reports, ACRES updates, and financial status reports have been completed in a timely manner. This grant will be closed in 2016.

In 1996, a \$20,000 EPA Targeted Brownfields Assessment was performed at the Lily-Tulip factory site. Information gained during this assessment was used as a strategic marketing tool to sell the property to developers. The successful transformation of this underutilized contaminated site to a revitalized waterfront park and commercial property was a partnership between the City, Maine DEP, and the EPA Brownfields Program with support from the private sector.

The City has managed grant projects and federal funds for similar projects for decades, including hiring the necessary professional services to complete successful projects. Old Town has met and complied with all EPA and Maine DEP Brownfields reporting requirements, submitted technical reports, and successfully accomplished the goals of these agreements.

2. Accomplishments

As part of the EPA Brownfields Cleanup of the former Old Town Canoe Factory Site (funds awarded in the spring of 2012, and available in the fall of 2012), **the City implemented green remediation plans which included recycling and reusing building materials**. Old Town's successful Cleanup of the former Old Town Canoe site has left the site ready for development and a neighborhood praising the accomplishments of the City. The removal of this large industrial complex in our downtown has opened the area up to redevelopment. The City is currently working on a feasibility study to consider the potential for a hotel and commercial space on this site.

ATTACHMENT A

Threshold Criteria

**EPA Brownfields Hazardous Substance and
Petroleum Assessment Grant Proposal
Old Town, Maine**

THRESHOLD CRITERIA

1. Applicant Eligibility

The City of Old Town is a Maine municipality eligible to apply for Brownfields Assessment funding from the EPA Brownfields Grant Program.

2. Letter from the State/Tribal Environmental Authority

A letter from the State of Maine Department of Environmental Protection (Maine DEP) Brownfields Coordinator acknowledging that the City of Old Town plans to conduct assessment activities and is applying for federal grant funds is included as **Attachment C**.

3. Community Involvement

Old Town will hold up to three open meetings/workshops for periodic assessment progress reports and community education regarding potential environmental risks from the Brownfields sites. We will advertise these meetings publically via e-mail, a legal announcement in the local newspaper(s), and on the City's website, door-to-door fliers, and will make meeting minutes publically available. We will communicate the progress of our Brownfield assessment program to citizens through regular status updates available on Old Town's website; reports available for review at City Hall; updates broadcast on the Community TV channel, press releases, legal ads, and other public notices as needed; and, through local news coverage of public meetings including the Initial Brownfields Inventory meeting and subsequent meetings for each assessment site.

We will submit press releases on the Old Town Brownfields program to local newspapers including the *Bangor Daily Journal* and/or *The Penobscot Times*. The majority of the community speaks English, but **we will provide interpreters and/or language translations and accommodate any special needs**, as needed. Old Town has an outreach program to notify the public about economic development projects, maintains an informative public website, and uses social media (Facebook) to promote public awareness. Old Town is exploring new techniques and technology to solicit greater input from a broader segment of the community, and we have identified the Stillwater Avenue and the downtown/Main Street as **focus areas for outreach sessions** to develop immediate action strategies.

4. Site & Property Ownership Eligibility

This criteria is **Not Applicable** to this grant application. This application is for community-wide hazardous substances and petroleum assessment funding; therefore, information regarding specific site eligibility will not be included in this application. The specific sites included in the Hazardous Substances and Petroleum Assessment Program will be finalized through the inventory and site selection process.

Many of the sites that will be included in the Program are contaminated sites located primarily in our target areas although they are found throughout our community. The Stillwater Avenue and Main Street target areas will concentrate our efforts for our program. With Brownfield funding, the Stillwater Avenue and Main Street area can be revitalized and become a mixed-use district that prevents sprawl and preserves history.

ATTACHMENT B

Documentation Indicating Leveraged Funds

EPA Brownfields Hazardous Substance and
Petroleum Assessment Grant Proposal
Old Town, Maine

U.D.A.G. LOAN POLICY

Section 1. General

Whereas, the City of Old Town was awarded an Urban Development Action Grant which allocated monies to a revolving loan pool account, and

Whereas, the loaned monies are recaptured into a loan pool account, and

Whereas, the City established Guidelines for lending this money, and

Whereas, these guidelines need to be revised and amended from time to time, and

Whereas, it is in the best interests of the City to ensure the continued success of this program,

Now therefore be it resolved that all guidelines established prior to this resolution are null and void and that the loan pool guidelines and policies are amended as follows:

Section 2. Application

Applicants for a loan pursuant to this policy shall make application on forms provided by the City of Old Town. The following information will be required from all applicants:

- A. Cash flow statements.
- B. A Business Plan

In addition, the following information may be required:

- A. Income tax returns.
- B. Two year proforma.
- C. Net Worth Statement.

The application shall be submitted to a Loan Pool Committee consisting of the City Council's Administrative Affairs Committee, Chairman of the Economic Development Advisory Committee, and the City Manager.

Section 3. Regular Loan Program

Interest Rate, Term of Loan, Amount of Loan

Total Project Amount	Maximum City Share	Maximum Term	Interest Rate
< \$10,000	70%	7 years	½ Prime
\$10,000 to \$25,000	60%	7 years	½ Prime
\$25,000 to \$50,000	50%	7 years	½ Prime
\$50,000 to \$75,000	40%	10 years	½ Prime
> \$75,000	30%	15 years	½ Prime

When calculating the total project amount and the City share, the purchase price of the building may be included if the building was purchased within one year of the date of the loan application.

The maximum loan amount shall be \$50,000.

The prime rate shall be as listed daily in the Wall Street Journal.

Rates are not variable, nor may they be refinanced.

Applicants shall have a minimum of a 20% personal equity in all projects.

Flexible payment schedule. The City may offer a flexible payment program, if requested by the applicant, where payments for the first year will be equal to interest only. Payments in subsequent years will be at the regular schedule. In this way, a fifteen-year loan could become a sixteen-year loan.

Section 4. Inventory Loan Program

The City may lend money for businesses to purchase inventory. Inventory loans must comply with the regular loan program guidelines, except, the maximum term for an inventory loan is twelve months. For inventory loans, there shall be a three-month grace period before the first required payment.

Section 5. Special Loan Programs

The City Council may provide for special loan programs from time to time. Approval of these programs shall follow the same procedure as outlined in Section 7 for amendments to these guidelines.

Section 6. General Loan Conditions

- A. Davis Bacon wage rates do not apply.
- B. All loans must be due and payable immediately if the business location is closed or moved without the prior authorization of the City.
- C. Loan money is available for commercial or industrial projects, with downtown a priority for issuing loans.
- D. Loans under this program shall not be used for the purpose of purchasing real property.
- E. Eligible activities under the standard loan program include the following:
 - 1. Construction of new structures.
 - 2. Expansion of existing structures.
 - 3. Repairs of structures.
 - 4. Renovations and Rehabilitation of structures.
 - 5. Personal property, not to exceed \$10,000, when combined with activity in one of the first four categories.
 - 6. Start up costs, not to exceed \$5,000, when combined with activity in one of the first four categories.
- F. The City will require a security interest on real property to secure a loan.
- G. Debt to value ratios on commercial or industrial property shall not exceed 70% without additional security being provided. When determining ratios, the City's assessed value shall be used. The City may add the cost of proposed repairs and renovations to the assessed value to the extent that they eliminate physical depreciation and obsolescence as determined by the City.
- H. If the applicant disagrees with the City's assessed value, they may ask that the City commission an appraisal, by a licensed appraiser. Costs of said appraisals, up to \$2,000, shall be incorporated into the loan amount. An appraisal commissioned by a lending institution may be used if it was completed within six months of the application.

The City reserves the right to refuse to accept an appraisal which the City did not commission.
- I. The City shall do a credit check on all applicants.
- J. The following shall result in automatic denial of an application:
 - 1. Falsification of any information on the application.
 - 2. Internal Revenue Service liens within the past five years in the name of the applicant or principal.
 - 3. Court judgments for the purpose of collecting unpaid debt of any kind against the applicant or principal within the last five years.

- K. The following shall result in denial of an application unless the Committee, by a 2/3 vote, specifically finds that the condition was not a recurring pattern, but had mitigating circumstances that are not likely to repeat:
1. City tax or sewer liens in the past two years in the name of the applicant or principle on any property in any municipality offered as collateral.
 2. City tax or sewer liens within the past two years in the name of the applicant or principal.
- L. For the purpose of the above, "principal" shall mean any person holding a twenty percent or a greater share of a corporation making application for a loan.
- M. The City may elect to pay contractors and suppliers directly, to the extent of the City share, rather than expect the borrower to pay and get reimbursed by the City.
- N. The City may require lien waivers before funds are expended for labor and materials.
- O. The City shall charge late fees, equal to the maximum interest rate allowed by the State of Maine for delinquent property taxes, for all payments which are more than fifteen (15) days late.
- P. At sixty (60) days past due, the City Attorney may begin proceedings to collect the entire loan.

Section 7. Amendments

This policy may be amended by action of the City Council. Amendments shall be submitted to the Economic Development Advisory Committee for their comments and then to the City Council's Administrative Affairs Committee for their recommendation to the City Council. The City Council will then act on the proposed amendment.

Approved amendments will become effective immediately unless otherwise specified.

Section 8. Other

All interest earned on loan pool monies shall be retained in the loan pool account and used for additional loans.

ATTACHMENT C

Letter of Support from Maine Department of
Environmental Protection

EPA Brownfields Hazardous Substance and
Petroleum Assessment Grant Proposal
Old Town, Maine



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



PAUL R. LEPAGE
GOVERNOR

AVERY T. DAY
ACTING COMMISSIONER

December 8, 2015

Mr. Frank Gardner
EPA Region 1
5 Post Office Square
Suite 100, Mailcode: OSRR7-2
Boston, Massachusetts 02109-3912

Dear Mr. Gardner:

The Maine Department of Environmental Protection's ("Department") Bureau of Remediation and Waste Management acknowledges that the City of Old Town plans to conduct site assessments and is applying for federal Brownfields grant funds.

Bill Mayo of the city has developed applications requesting federal Brownfields Site Assessment Grant funding for hazardous materials and petroleum only Brownfields within the city (community wide).

If the City of Old Town receives funding, the Department will assign project management staff to conduct eligibility determinations and provide review and comment on all assessments, workplans, Quality Assurance Plans, and Health and Safety Plans. For sites where cleanup is pursued, the Department's Voluntary Response Action Program ("VRAP") staff will provide review and comment on investigation reports and remedial workplans, and will provide oversight (as necessary) of contractor's work at the properties. Upon successful completion of remedial activities at a property, the VRAP will provide protections from Department enforcement actions by issuing a Commissioner's Certificate of Completion.

Please feel free to call me directly at (207) 287-4854 should you have any questions regarding this letter.

Sincerely,

Nicholas J. Hodgkins
Voluntary Response Action Program
Division of Remediation
Maine Department of Environmental Protection

Pc: Dorrie Paar, USEPA
Bill Mayo, City of Old Town

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

ATTACHMENT D

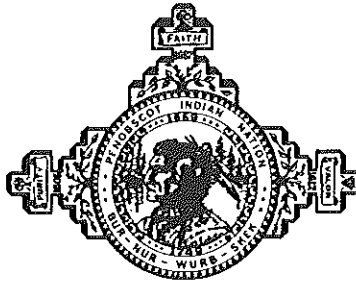
Community Organizations and Associated
Commitment Letters

EPA Brownfields Hazardous Substance and
Petroleum Assessment Grant Proposal
Old Town, Maine

PENOBSCOT NATION

DEPARTMENT OF
NATURAL RESOURCES

JOHN S. BANKS, DIRECTOR



12 WABANAKI WAY
INDIAN ISLAND, ME 04468
TEL: 207/827/7776
FAX: 207/817/7466

December 10, 2015

City of Old Town
Attn: William J. Mayo, Manager
265 Main Street
Old Town, ME 04468

RE: City of Old Town EPA Brownfields Assessment Grant Application

Dear Mr. Mayo:

The Penobscot Nation Department of Natural Resources (PIN/DNR) hereby lends its support to the City of Old Town's EPA Brownfields Assessment Grant Application. Portions of the Penobscot Nation reservation lies adjacent to the City of Old Town and we have operated a tribal brownfields assessment program on tribal lands for several years. Brownfields assessments provide great opportunities to support local redevelopment of properties that may be sitting idle due to environmental contamination resulting from past uses. Many properties in the Old Town area are in this category. The Penobscot Nation and Old Town will work together to identify, assess and eventually clean-up sites such that Old Town and The Penobscot Nation can preserve our environment and build our economies.

The Penobscot Nation DNR understands and supports Old Town's efforts to redevelop brownfields properties and encourage economic development within the City, and is pleased to support the City's Brownfields Assessment Grant Proposal. We will provide a representative to be part of Old Town's Brownfields Advisory Committee.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "John S. Banks".

John S. Banks, Director
Penobscot Nation
Department of Natural Resources



Housing Authority of the City of Old Town

December 09, 2015

City of Old Town
Attn: William J. Mayo
265 Main Street
Old Town, ME 04468

RE: City of Old Town FY 2016 Brownfields Assessment Grant Application

Dear Mr. Mayo:

The Housing Authority of the City of Old Town (HACOT) was founded in 1970 and is overseen by a seven member board of commissioners. The mission of this organization is to provide safe, decent and sanitary housing opportunities to low-income, disabled, and elderly people in the community. Our organization strongly supports the City of Old Town's application to the Environmental Protection Agency (EPA) to fund environmental assessment activities, on identified Brownfields sites located within the City. We understand that Brownfields/assessment funds are often times the first money spent on sites that have perceived environmental issues and that these funds will be used to better understand and quantify the impacts of identified issues.

HACOT recognizes the beneficial redevelopment potential both for commercial and housing redevelopment. The assessment of these sites will lead to redevelopment and revitalization of Old Town and will provide external benefits to the downtown and beyond, through creating jobs in an economically depressed region while creating safe, affordable housing opportunities.

HACOT believes there can be significant environmental concerns that must be addressed at these sites before redevelopment will take place and this assessment grant will accelerate that process. As an entity working closely with the community and business in our region, we will provide a role in public outreach, education, and attend public meetings. We will also try and assist in facilitating the process of bringing prospective commercial developers and housing developers to Old Town.

We are very excited about partnering with the City of Old Town on this essential project. We feel this project will convey tremendous benefit to Old Town, Penobscot County, the health and welfare of its residents, its economy, and its environment.

Sincerely,

Laurie Miller
Executive Director





The River Coalition, Inc.

PO Box 229

Old Town, ME 04468

(207) 827-8744

December 09, 2015

City of Old Town
Attn: William J. Mayo
265 Main Street
Old Town, ME 04468

RE: City of Old Town FY 2016 Brownfields Assessment Grant Application

Dear Mr. Mayo:

The River Coalition is a coalition of community organizations, schools, and individuals that strive to develop an environment that supports a healthy life through education, prevention, advocacy, and services. The River Coalition was incorporated in 1995 by a group of concerned citizens interested in providing primary prevention strategies, particularly for youth, in the areas of Alton, Bradley, Greenbush, Milford, Penobscot Indian Nation, and Old Town. Our organization wishes to express our strong support for your grant applications to the Environmental Protection Agency to fund Brownfield Assessment activities, including the assessment of potential soil and groundwater contamination and asbestos-containing building materials, metals, PCB's, and other hazardous building materials at identified Brownfield sites in Old Town.

We expect that the River Coalition will serve several significant roles in this assessment project. Our primary role will be a public outreach and education one, specifically concerning the health and environmental impacts arising from identified risks at the identified Old Town Brownfield sites that receive assessment funding. The River Coalition will assist with the dissemination of information concerning the progress and status of assessment activities, including assessing health and environmental risks of selected Brownfield sites. We will also assist Old Town in identifying potential Brownfield sites for inclusion in their assessment program.

We are very excited about partnering with the City of Old Town on this important project, one that we feel will convey tremendous benefit to the environment of the Old Town region, to the health and welfare of its residents and the general public, and also to the regional economy.

Sincerely,

Linda McGee
Executive Director
River Coalition

Building Partnerships for Safe & Healthy Families and Communities

Alton, Bradley, Carroll, Chester, Drew, Edinburg, Enfield, Greenbush, Howland, Indian Island, Kingman, Lakeville, Lee, Lincoln, Lowell, Mattawamkeag, Maxfield, Milford, Old Town, Passadumkeag, Springfield, Webster & Winn

ATTACHMENT E

Resumes

EPA Brownfields Hazardous Substance and
Petroleum Assessment Grant Proposal
Old Town, Maine

William J. Mayo
33 D'Este Road
Milo, Maine 04463
(207) 943-7751

Summary of Qualifications

- 27 Years as Certified Maine Assessor
- 26 Years Municipal Assessing Experience
- 22 Years as Municipal Department Director
- 3 Years as Assistant City Manager
- Industrial, Commercial and Residential Assessing Expertise
- Extensive Experience in Appeals and State Property Tax Review Board Procedures
- Ability to Achieve Assessing Standards by Maintaining Ratios and Rating
- Excellent Interpersonal and Communications Skills

Work Experience

November 2011 - Present, City Manager, City of Old Town, Maine

Responsible for all oversight of departments of the City and grant administration. Currently providing oversight of the Old Town Canoe Brownfields clean-up.

2008 - November 2011, Assessor/Assistant City Manager, City of Old Town, Maine

Responsible for all aspects of assessing functions and Assistant City Manager

Achievements:

- Interim City Manager from May 10 to present
- Oversight of entire City Hall renovation
- Assist in preparation of annual City budget
- Day to day operation of City in the Manager's absence.
- Previous member of Old Town Economic & Community Development, LLC
- Human resource issues / Fire & Police contract negotiations / Employee discipline / Public Works Union Disbandment

1999 – 2008 Assessor, City of Old Town, Maine

Responsible for all aspects of assessing functions as department head without additional staffing.

Achievements:

- Reduced abatements and abatement requests by 1/3 through departmental efficiency and organization.
- Planned and implemented full revaluation of 3,600 accounts and \$480,000,000 of taxable and \$70,000,000 of non-taxable property for 2007.
- Prepared and successfully defended appraisal of \$130,000,000 Fort James account at the local level.
- Created user-friendly Assessor's Office, providing ready access to property cards, declarations, deeds and maps.
- Prepare annual inspection of real and personal property.
- Assisted with planning and implementation of Enhanced 911 System.
- Implemented Old Town database and tax maps on City website.
- Updated assessing software from Dos to Windows version.

1989 – 1999 Assessor, Town of Bucksport, Maine

Responsible for all aspects of assessing functions as department head and one half-time staff person.

Achievements:

- Planned and implemented full in-house revaluation of 3,000 accounts and \$467,000,000 of taxable and \$40,000,000 of non-taxable property for 1992.
- Reduced abatements and abatement requests by 2/3 through departmental efficiency and organization.
- Prepared and successfully defended appraisal of \$310,000,000 Champion Paper account at both local and state levels.
- Created user-friendly Assessor's Office, providing ready access to property cards, declarations, deeds and maps.
- Prepare annual inspection of real and personal property.
- Assisted with planning and implementation of Enhanced 911 System.

1986-1989 Appraiser/Lister, Town of York, Maine

Appraised and listed accounts as part of a 5 person assessing department.

Achievements:

- Assisted in full, in-house revaluation of 10,000 accounts and \$1,000,000,000 taxable value.
- Assumed code enforcement responsibilities as that department was overwhelmed with construction activity.
- Implemented program to bring municipality into compliance with accepted assessing standards.
- Assisted with planning and implementation of 911 System.
- Assisted with implementation from paper to full CAMA system.
- Initiated annual inspection of real and personal property.

1986 Appraiser/Lister, City of Saco, Maine

Other Experience

- Assessment Consultant, Town of Verona, Maine, 1996.
- Assessment Consultant, Town of Mercer, Maine, 1993.
- Assistant Director, Milo Recreation Department, 1984 and 1985.

Education

- University of Maine, Orono, 1985, B.S. in Education, Minor in Personnel Management
- State Bureau of Taxation Continuing Education Courses 1983-1984
 - A Study of the Cost Approach to Value and Land Valuation
 - Maine Property Tax Law
 - Introduction to Property Tax Assessment
- Maine Property Tax School Orono, 1987- Present
 - Mapping, Surveying and Deeds
 - Introduction to Personal Computers
 - Introduction to Computer Assisted Assessment Systems
 - I.A.A.O. Advanced Courses
- Penquis Valley High School, Milo, Maine, 1981 Student Council, Varsity Basketball, Baseball, Cross Country, and Band

Licenses/Certifications

- Certified Maine Assessor, 1986
- Certified Maine Teacher, 1985

MILES GREENACRE, CPA, MBA
745 Western Avenue
Hampden, ME 04444
(207) 862-3914
MGreenacre@tds.net

KEY ATTRIBUTES

Financial Management professional with over 30 years experience. Areas of expertise include strategic planning, budgeting, financial analysis, cost containment, financial reporting, due diligence, risk management, capital planning, cash management and accounting information systems. Intelligent and accurate with strong leadership, analytical, negotiating, communication and team-building skills.

PROFESSIONAL EXPERIENCE

CITY OF OLD TOWN, OLD TOWN, ME 2008 to Present **Finance Director**

Manage all facets of the City's finance function.

- Perform all aspects of managing city finances including monthly closings, budgeting, and cash management.
- Performs all necessary financial oversight of all grants that are received by the City.

BANGOR SAVINGS BANK, BANGOR, ME 2003 - 2008 **Audit Officer 2006 - 2008**

Manage the outsourcing of numerous regulatory compliance audits.

- Perform internal audits and recommend internal control improvements.

Vice President – Payroll and Administration 2005 - 2006 *(Maine Information Systems - a wholly owned subsidiary of Bangor Savings Bank)*

Manage payroll operations, purchasing, records and mail services.

- Flowcharted the work process and used Kazan continuous improvement process to improve work flow, manage costs and significantly expand the business.

Vice President/General Manager 2003 - 2005 *(Maine Information Systems - a wholly owned subsidiary of Bangor Savings Bank)*

Manage operations for providing payroll services to over 1,100 companies.

- Instituted financial controls with impressive results.
- Dramatically increased financial performance.

ALTERNATIVE ENERGY, INC., BANGOR, ME 2001 - 2002 **General Manager – Operations, Controller**

Managed operations for three power plant subsidiaries and the finance department.

- Managed maintenance and shutdown costs to minimize expenditures.

- Performed substantial financial analysis on potential acquisition businesses.

MILES GREENACRE, CPA

Page 2

CHAMPION INTERNATIONAL CORP., Bucksport & Bangor, ME

1981 - 2001

Operation Controller

1996 - 2001

Managed financial operations for a major paper company with \$400 million in annual revenues.

- Prepared and presented strategic and operational business plans to senior management.
- Led a team of 17 financial professionals with responsibility for operations in Maine, New York, New Hampshire, Vermont, Florida, Michigan, Wisconsin and Minnesota.
- Revised structure of the Business Unit Accounting Department increasing the return on investment by over 11%.
- Consistently selected to manage special assignments and cross-organizational teams including writing the business unit policy and procedure manual, selecting a new financial information system, and redesigning the financial organization structure.
- Performed monthly financial statement analysis as well as monthly financial forecasts.

Northeast Region Controller

1993 - 1996

Managed financial operations for a division with \$100 million in annual sales.

- Successfully managed merger of Maine and New York Regions.
- Consolidated financial reporting and eliminated five accounting positions. Reduced staffing costs by 35% while maintaining satellite offices, multi-state reporting and work quality.
- Directed all accounting activities including strategic planning, direction setting, budgeting, training and college recruiting.
- Supervised a staff of 12 financial professionals.

Controller (Maine Region)

1984 - 1993

Supervised financial operations for the corporation's 2nd largest region.

- Managed closing cycle.
- Trained as a facilitator to enhance business meetings and outcomes.
- Key member of the Leadership Team.
- Managed relationships with major corporate locations regarding cost and transfer prices.

EDUCATION

Masters of Business Administration, University of Maine, Orono, ME, GPA 3.8.

1987

B.S., Accounting, Husson College, Bangor, ME, Dean's List.

1977

AFFILIATIONS

American Institute of Certified Public Accountants.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

12/17/2015

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Old Town

* b. Employer/Taxpayer Identification Number (EIN/TIN):

01-6000031

* c. Organizational DUNS:

0936282200000

d. Address:

* Street1:

265 Main Street

Street2:

* City:

Old Town

County/Parish:

* State:

ME: Maine

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

04468-1530

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

William

Middle Name:

Joseph

* Last Name:

Mayo

Suffix:

Title:

City Manager

Organizational Affiliation:

* Telephone Number:

207-827-3965

Fax Number:

207-827-3966

* Email:

bmayo@old-town.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

* 12. Funding Opportunity Number:

EPA-OSWER-OBLR-15-04

* Title:

FY16 Guidelines for Brownfields Assessment Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

City of Old Town Hazardous Materials and Petroleum Assessment Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):*** a. Federal * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed: